

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Public Information Release**

**July 2005**

**Reference:** (Reference to SBOE Policy Manual)

**Purpose:**

To establish proper procedures for conveying accurate and timely information to the public regarding issues and events impacting the general or specific operations of the agency.

**Policy:**

All requests for information from the public or the media shall be channeled through either the Superintendent, K-12 Principal, or their designated representatives. If written materials are requested, the proper forms for Public Information Requests shall be completed and submitted to the agency in advance of receiving any materials. Only the Superintendent or K-12 Principal will determine if written materials are suitable for general public release without prior written request/approval.

**Procedure:**

1. No member of the ISDB Faculty, Outreach, Cottage, Maintenance, Administration or Clerical Staff(s) shall release information to the public or the media without the express prior approval of the Superintendent or K-12 Principal. Refer all such requests to one of these two individuals as soon as possible. Most often, any individual staff member will be safe in referring the requestor to the main office where the staff is more likely to be aware of proper procedures to handle these request. This is especially true during any emergency situation involving the campus, outreach offices, or any student or faculty/staff member of ISDB.
2. If an emergency situation occurs after normal working hours, reach the Superintendent or K-12 Principal at home by phone to inform them of the situation and discuss the proper release of information. If they are away from their office on business or leave, make contact with their designated representative(s) prior to any release of information to the public or media.
3. If absolutely no one at the agency level can be reached in a timely manner, refer such requests to the Communications Officer or Executive Director at the Office of the State Board Of Education. They will provide guidance in lieu of ISDB officials.
4. Nothing in this guidance shall preclude agency personnel from the normal performance of their duties, either under normal circumstances or during emergency situations. Business must go on; release of information can wait. There is no emergency situation so critical that release of information to the public or media cannot wait until the proper officials have approved it first.

---

Revised/Approved – July 2005  
Harvey W. Lyter III, Interim Superintendent